



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, APRIL 6, 2011**

1. The meeting was called to order at 5:01 p.m. by Board President Avonnet Peeler
2. **ROLL CALL:** President Avonnet Peeler, Vice President Peter Horikoshi, Board Members Linda McHugh and Jose Villaflor

**ABSENT:** Member Dean Batchelor and Executive Secretary Karen Willis

**STAFF PRESENT:** Jill Kovacs, Senior Management Analyst and Chris Low, Senior Management Analyst

3. **MINUTES:** The minutes of the regular meeting of January 5, 2010 were presented for Board approval. Board Member Linda McHugh pointed out two typographical corrections: 4-B paragraph 1, line 1, change "entrees" to "entries"; and 5-b paragraph 1, line 7, change "axel" to "axle".

Board Member Linda McHugh moved that the minutes be accepted as corrected. Vice President Horikoshi seconded, and the motion was carried by a 4-0 vote.

4. **CONSENT CALENDAR:**  
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **JANUARY, FEBRUARY, MARCH 2011.**

4-A	ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
	Emergency Medical Svcs Education Coordinator	1/7/2011	2010-36
	Fire Apparatus Operator	3/11/2011	2010-43PR
	Public Works Supervisor	3/18/2011	2011-10PR
4-B	ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
	Community Dev Program Manager	11/3/2010	2010-32
	Deputy Fire Chief	11/20/2009	209-35PR
	Police Lieutenant	12/3/2009	209-29PR
	Police Records Supervisor	11/18/2010	2010-35
	Property & Evidence Technician	3/3/2010	2010-04
	Public Works Coordinator	12/16/2010	2010-41
	Senior Account Clerk	4/20/2010	2010-11
	Senior Management Analyst	4/7/2010	2010-08PR

4-C	<b>ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
	Planning Services Manager	10/1/2010	2010-31
	Police Sergeant	10/14/2009	209-04PR

**4-D ADMINISTRATIVE CORRECTION FOR MAINTENANCE WORKER I EXAMINATION  
2010-13R ELIGIBLE LIST**

Date Eligible List Established: October 6, 2010

Date Eligible List Extended: January 5, 2011

Chris Low explained that due to circumstances related to the switch to CalOps, this recruitment was conducted, the Eligible List was established, and the List certified to the department. However, the list was not placed on a Civil Service Board agenda for approval. This action states the dates and retroactively establishes and extends the list.

**4-E LIST OF SPECIFICATIONS:  
Existing Classification Specification Revision:**  
Line Working Supervisor  
Public Works Coordinator

Chris Low reviewed the driver's license changes on the Line Working Supervisor job specification. Jill Kovacs explained that the Public Works Coordinator specification was last reviewed in 1986 and that the proposed specification was a total revision and update. Member McHugh had a question regarding the Distinguishing Features section. Jill Kovacs responded that a comma would be inserted for clarification.

Vice President Peter Horikoshi moved to accept the consent calendar. Member Villaflor seconded and the motion passed by a 4-0 vote.

**5. REGULAR AGENDA ITEMS**

**5-A Activity Report - Period of December 1, 2010 – February 28, 2011**

Member McHugh asked if separations were to move on to better jobs. Jill Kovacs responded that the Economic Development Director accepted a position in Morgan Hill, and that the Fire Captain separation was due to the death of the incumbent. Chris Low explained that the cause of death was cancer and was a presumptive work-related injury.

Member McHugh commented that there were a lot of retirements and asked if this was a trend. Chris Low stated that the Meter Reader Collector retired after 34 years of service. Jill Kovacs explained that the Fire Department Senior Account Clerk retired after a long-term medical leave. Chris Low explained that the Police Sergeants, Fire Apparatus Operator, Police Records Supervisor, and Public Works Supervisor, all had maximized their years of service and there was no indication any were going to work for someone else.

Member McHugh asked if the City is ending up with a situation resulting from the fact that all these people are exiting because it is their time to go, and that the budget issues about hiring replacements, resulted in remaining staff not being able to get the work done. She asked if there was a plan in place to address this. Jill Kovacs responded that departments may hold off on filling vacancies until they know what budget scenario they are going to

have to put in place. Member McHugh asked if there could be stress and hardship to remaining employees to do the work. Chris Low explained that the intention is to fill the Meter Reader Collector, Police Records Supervisor and Public Works Supervisor positions. Jill Kovacs stated that the Police Department is holding off on filling the Police Sergeant positions due to the Interim Chief of Police status and budget uncertainties; for now they are utilizing acting assignments for these positions. Chris Low further commented that for now, the majority of the positions are going to be filled, and that next fiscal year will be tighter and we will have to figure out how to make up the shortfall. Member McHugh asked if this was an opportunity to consolidate the Police Sergeant positions. Jill Kovacs responded that some consolidation was done in the last Reduction in Force, but that there was not as much flexibility remaining since most of the Sergeant assignments were to Patrol.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

There was no one present from the public.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

President Peeler asked if the Federal Budget situation will impact the City. Jill Kovacs responded that the uncertainty regarding the possible Federal Government shut down would have little direct impact on the City.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Chris Low provided an update on the City Manager hiring process. The recruitment was opened in January and approximately 68 applications were received. Six interviews were conducted in mid-February. On March 25, three finalists were interviewed by a community member panel, a department head panel, and a bargaining unit panel. These panels provided feedback to the Council. A finalist has been determined, namely, John Russo, who is currently the City Attorney in Oakland. An intensive background and reference check is being conducted and should conclude in two-three weeks. The next step is to put together an Employment Agreement and negotiate terms.

There was discussion that the next meeting of the Civil Service Board will be held on Wednesday, July 6, 2011 beginning at 5:00 p.m.

9. President Peeler asked for a motion to adjourn the meeting. Board Member McHugh moved to adjourn and Member Villaflor seconded the motion. The motion passed 4-0 and the meeting was adjourned by President Peeler at 5:22 p.m.

Respectfully submitted,



Karen Willis  
Human Resources Director &  
Executive Secretary to the Civil Service Board